

**RECORDS REVIEW  
REQUEST (Form  
GN-2) - EXAMPLE -  
Continued**

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21. Telephone:	<b>BellSouth Records Center</b> inserts the contact number for its Records Center representative.
22. Records Review Scheduled Date:	<b>BellSouth Records Center</b> indicates the scheduled review date and any subsequent reviews.
23. Records Review Actual Date:	<b>BellSouth Records Center</b> indicates the actual review date and any re-scheduled review date(s).
24. BellSouth's representative delivering records	<b>BellSouth Records Center's</b> representative's signature, completed at the time records are reviewed at BellSouth Record Center. See also item 9 above.
25. Telephone:	<b>BellSouth Records Center</b> inserts the contact number for its Record Center.
26. Review date:	<b>BellSouth Records Center</b> completes the date that the review actually occurs. This date may be the same as Item 23.
27. Remarks:	<b>BellSouth Records Center</b> provides remarks if necessary.

# **10. PRE-LICENSE SURVEY REQUEST (Form GN-3) - EXAMPLE**

This form is a multi-use turn-around document used to request records investigations, make-ready estimates, and other activities; to authorize billing, and advise Licensee of the status of its request.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
<b>STEP 1 - Use this section to request Pre-License Survey.</b>	
3. Date Submitted:	Licensee completes the date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned by BellSouth to the agreement.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes the full corporate name of the Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**PRE-LICENSE  
SURVEY REQUEST  
(Form GN-3) -  
EXAMPLE -  
Continued**

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<b>Licensee must identify, with reasonable specificity, the geographic area for which facilities are required, types and quantities of required facilities, and the required in-service date (attached).</b>	
<b>13. Licensee requests... "Records Only"...</b>	<b>Licensee specifies the type(s) of facilities to be investigated and chooses an option for authorization of charges, or Licensee completes Item 14.</b>
<b>14. Licensee requests ... "Field Inspection"...</b>	<b>Licensee requests a field inspection and chooses from options for various activities and authorizes related charges. Licensee signature required to authorize rodding of duct. Alternately, Licensee may complete Item 13.</b>
<b>15. Required In-Service Date:</b>	<b>Licensee specifies its required in-service date for its services associated with the facilities request.</b>
<b>16. Type of Required Facilities:</b>	<b>Licensee specifies the type of facilities that are required.</b>
<b>17. Quantity of Required Facilities:</b>	<b>Licensee specifies the quantity of facilities required.</b>
<b>18. Additional Description/Remarks:</b>	<b>Licensee provides any additional comments. Sketches may be attached to the form.</b>

**Sequence Note:** After completing form through Item 18, Licensee submits Form GN-3 to BellSouth SPOC (CSPC). BellSouth completes Items 19 through 32 and responds to Licensee.

<b>Step 2 - BellSouth Response</b>	
<b>19. Records Investigation:</b>	<b>BellSouth reports the outcome of its records research, based on request in Item 13.</b>

Continued on next page.

**PRE-LICENSE  
SURVEY REQUEST  
(Form GN-3) -  
EXAMPLE -  
Continued**

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20. BellSouth Representative:	BellSouth inserts name of BellSouth representative reviewing and responding to records investigation request.
21. Date:	BellSouth inserts date that records review request is completed.
22. Telephone:	BellSouth completes contact number for BellSouth representative reviewing request.
23. Estimate of "Records Only" investigation costs:	BellSouth inserts its estimate of costs to complete records review requested by Licensee in Item 13.
24. Number of weeks to complete:	BellSouth submits its estimate of the time required to complete the review requested by Licensee.
25. Field Investigation:	BellSouth reports the outcome of its field investigation, based on Licensee's request in Item 14.
26. BellSouth Representative:	BellSouth inserts the name of BellSouth representative reviewing and responding to records investigation request.
27. Date:	BellSouth inserts the date that the records review request is completed.
28. Telephone:	BellSouth completes the contact number for the BellSouth representative reviewing request.
29. Estimate of "Field Inspection" charges:	BellSouth inserts its estimate of costs to complete field inspection requested by Licensee in Item 14.
30. Number of weeks to complete:	BellSouth submits estimate of time required to complete investigation requested by Licensee in Item 14.

Continued on next page.

**PRE-LICENSE  
SURVEY REQUEST  
(Form GN-3) -  
EXAMPLE -  
Continued**

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31. BST contact... "Field Inspection"	<b>BellSouth</b> provides name of its representative appointed to coordinate field inspection requested in Item 14.
32. Telephone:	<b>BellSouth</b> inserts contact number of its representative appointed to coordinate field inspection requested in Item 14.

# 11. MAKE-READY ESTIMATE REQUEST (Form GN-4) - EXAMPLE

Multi-use document designed for Licensee to request an estimate of make-ready charges, authorize duct rodding, and request assistance with access to facilities not controlled by BellSouth. Licensee is provided several options regarding make-ready cost estimate approval and work performance.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
<b>STEP 1 - Use this section to request Make-Ready Estimate.</b>	
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**MAKE-READY  
ESTIMATE REQUEST  
(Form GN-4) -  
EXAMPLE -  
Continued**

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**Licensee to provide a complete set of engineered drawings indicating proposed work on which make-ready is to be based (not required if Form PL-2 is submitted for entire route). Note: If Form PL-2 option is selected, a completed Form PL-2 is required for each pole.**

13. Licensee requests... "Make-Ready" estimate...	Licensee specifies the type(s) of make-ready functions for which an estimate is sought, and chooses an option for authorization of charges. In addition, Licensee may use this section to authorize rodding of duct, and/or request that BellSouth attempt to secure access to facilities not owned or controlled by BellSouth.
14. Additional Description/ Remarks:	Licensee provides any additional comments. Sketches may be attached.

**Sequence Note:** After completing form through Item 14, Licensee submits Form GN-4 to BellSouth SPOC (CSPC). BellSouth completes Items 19 through 25 and responds to Licensee.

**Step 2 - BellSouth Response.** BellSouth's make-ready estimate to accommodate Licensee's facilities is based upon completion in BellSouth's normal work load schedule within normal working conditions.

15. Make-Ready Estimate:	BellSouth advises Licensee if additional detail is needed, or if no make-ready is required. Otherwise, BellSouth provides make-ready estimates.
16. Estimate of make-ready costs:	BellSouth provides estimate of cost for make-ready.

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**MAKE-READY  
ESTIMATE REQUEST  
(Form GN-4) -  
EXAMPLE -  
Continued**

Continued from previous page.

17. Estimated construction interval:	<b>BellSouth</b> provides estimate of the time interval required for it to complete make-ready.
18. Earliest construction start date:	<b>BellSouth</b> provides the earliest date it may begin make-ready construction work.
19. Responsibility:	<b>BellSouth</b> completes a Responsibility Code used for internal tracking and proper application of reimbursement.
20. Geographic Location:	<b>BellSouth</b> completes a Geographic Location used for internal tracking and proper application of reimbursement.
21. BellSouth Representative:	<b>BellSouth</b> inserts name of BellSouth representative reviewing and responding to make-ready estimate request.
22. Date:	<b>BellSouth</b> inserts date that make-ready estimate request is completed.
23. Telephone:	<b>BellSouth</b> completes contact number for BellSouth representative reviewing request.
24. BellSouth Contact... "Make-Ready" work:	<b>BellSouth</b> inserts the name of BellSouth representative responsible for coordinating make-ready work.
25. Telephone:	<b>BellSouth</b> inserts contact number of BellSouth representative responsible for coordinating make-ready work.

**Sequence Note:** BellSouth returns form to Licensee. Licensee completes the Items 26 through 29 and returns form to BellSouth SPOC.

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**MAKE-READY  
ESTIMATE REQUEST  
(Form GN-4) -  
EXAMPLE -  
Continued**

Continued from previous page.

**Step 3 - Licensee Make-Ready Preference (to be completed after receipt of BellSouth's response)**

26. Licensee options:	Licensee selects all options that apply regarding acceptance or dispute of make-ready costs, and alternatives for expedited or contracted make-ready work.
27. Authorized Licensee Representative:	Licensee inserts the name of its authorized representative selecting Licensee options.
28. Date:	Licensee completes the date that the options are selected.
29. Telephone:	Licensee specifies contact number for authorized representative.

**Note:** If Licensee elects to perform make-ready work, Licensee must complete Form NT-1 (Part 1) to inform BellSouth of make-ready start and, also, subsequent construction complete dates. Upon completion of make-ready work, appropriate form, PL-1 or CN-1, must be submitted for pole attachment and/or conduit occupancy application approval. Facility placement, with completion of Form NT-1 (Part 2) and proper notice, will be permitted upon application approval

**Sequence Note:** After completing form Items 26 through 29, Licensee returns Form GN-4 to BellSouth SPOC (CSPC). BellSouth completes Items 30 and 31.

**Step 4 - BellSouth Receipt**

30. Date Received:	BellSouth inserts the date that the Licensee's make-ready preference is received.
31. BellSouth Representative:	BellSouth indicates the name of the person receiving the Licensee's make-ready preference.

## 12. APPLICATION AND POLE ATTACHMENT LICENSE - (Form PL-1) - EXAMPLE

This is multi-use turn around document used by CLEC Licensee to request access to poles and for the Licensee to certify that all make-ready issues have been resolved. In addition, the form is used to advise Licensee of application approval by BellSouth. Form NT-1 must also be submitted in conjunction with application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for its authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**APPLICATION AND  
POLE ATTACHMENT  
LICENSE (Form PL-1) -  
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the License Agreement between us, application is hereby made for a non-exclusive license to attach communications facilities to BellSouth poles as indicated below. This request will be designated:	
13. Licensee POLE ATTACHMENT (P.A.) Application No. P.A.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. BellSouth will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14. Poles: Number Requested	Licensee indicates the number of poles it wishes to attach to.
15. Anchors: Number Requested	Licensee specifies the number of anchors it wishes to attach to.
16. Approximate Location (city/district):	Licensee identifies where the proposed attachments are located. A sketch may also be required.
Step 1 - Licensee Submittal. Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved. Make-ready work must be completed and notification received prior to application approval.	
17. Licensee has resolved... agreed upon.	Licensee certifies that it has resolved make-ready issues.
18. Licensee Representative:	Licensee provides the name of its representative.
19. Title:	Licensee completes title of its representative.
20. Telephone:	Licensee inserts contact number for its authorized representative.

Continued on next page.

**APPLICATION AND  
POLE ATTACHMENT  
LICENSE (Form PL-1) -  
EXAMPLE - Continued**

Continued from previous page.

<b>21. Fax:</b>	<b>Licensee inserts its fax number.</b>
<b>Note:</b> Upon approval of application by BellSouth and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing BellSouth of proposed facility placement schedule.	

**Sequence Note:** After completing form through Item 21, Licensee submits Form PL-1 to BellSouth SPOC (CSPC). BellSouth completes Items 22 through 35 and responds to Licensee.

<b>Step 2 - BellSouth Approval</b>	
<b>22. Date application received:</b>	<b>BellSouth indicates the date that it receives application.</b>
<b>23. Pole Attachment Application...:</b>	<b>BellSouth either approves, approves with revisions, or denies the pole attachment application.</b>
<b>24. Approved By:</b>	<b>BellSouth inserts printed name of person approving Licensee's application.</b>
<b>25. Signature:</b>	<b>BellSouth inserts signature of its representative reviewing application.</b>
<b>26. Title:</b>	<b>BellSouth inserts the title of its representative reviewing the application.</b>
<b>27. Date Approved:</b>	<b>BellSouth inserts the date that the application is approved.</b>
<b>28. Local BellSouth Contact:</b>	<b>BellSouth completes the name of its local contact person.</b>
<b>29. Telephone:</b>	<b>BellSouth inserts the contact number for its representative.</b>
<b>30. Fax:</b>	<b>BellSouth inserts the fax number for its representative.</b>
<b>31. Poles Licensee requested:</b>	<b>BellSouth inserts the number of poles the Licensee requested to attach to.</b>

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32. Poles BST Approved:	BellSouth indicates the number of poles that the Licensee is authorized to attach to. Licensee will be billed based on the authorized number of attachments.
33. Anchors Licensee requested:	BellSouth inserts the number of anchors that the Licensee requested to attach to.
34. Anchors BST Approved:	BellSouth indicates the number of anchors that the Licensee is authorized to attach to. Licensee will be billed based on the authorized number of attachments.
35. Comments:	BellSouth provides comments, if any.

### 13. APPLICATION AND CONDUIT OCCUPANCY LICENSE (Form CN-1) - EXAMPLE

This is a multi-use turn around document used to request access to conduit. In addition, the form is used to advise Licensee of BellSouth's approval of Licensee's application. Form CN-4 or CN-5, and Form NT-1 must be submitted in conjunction with the application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for its authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**APPLICATION AND  
CONDUIT  
OCCUPANCY LICENSE  
(Form CN-1) -  
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the License Agreement between us, application is hereby made for a license to occupy BellSouth's conduit system as indicated below. This request will be designated:	
13. Licensee CONDUIT OCCUPANCY (C.O.) Application No. C.O.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. BellSouth will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14. Duct Feet:	Licensee indicates the number of duct feet it wishes to occupy.
15. Approximate Location (city/district):	Licensee identifies where the proposed occupancy is located. A sketch may also be required.
<p><b>Step 1 - Licensee Submittal.</b> Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved; in addition, make-ready work must be completed and notification received.</p> <p><b>Note:</b> Licensee is responsible for, expense of BellSouth's employee when Licensee is performing work in BellSouth manholes.</p> <p>This form to be submitted after make-ready work has been completed by Licensee using Form NT-1 or Licensee has received notice of completion. Application for occupancy will not be approved prior to make-ready work being completed. Appropriate Forms CN-4 and CN-5 to be included.</p>	
16. Licensee Representative:	Licensee provides the name of its representative.
17. Title:	Licensee completes title of its representative.
18. Telephone:	Licensee inserts contact number for its authorized representative.

Continued on next page.

**APPLICATION AND  
CONDUIT  
OCCUPANCY LICENSE  
(Form CN-1) -  
EXAMPLE - Continued**

Continued from previous page.

19. Fax:	Licensee inserts its fax number.
<b>Note:</b> Upon approval of application by BellSouth and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing BellSouth of proposed facility placement schedule.	

**Sequence Note:** After completing form through Item 19, Licensee submits Form CN-1 to BellSouth SPOC (CSPC). BellSouth completes Items 22 through 31 and responds to Licensee.

<b>Step 2 - BellSouth Approval</b>	
20. Date application received:	BellSouth indicates the date that it receives application.
21. Conduit Occupancy Application...:	BellSouth either approves, approves with revisions, or denies the occupancy application.
22. Approved By:	BellSouth inserts printed name of person approving Licensee's application.
23. Signature:	BellSouth inserts signature of its representative reviewing application.
24. Title:	BellSouth inserts the title of its representative reviewing the application.
25. Date Approved:	BellSouth inserts the date that the application is approved.
26. Local BellSouth Contact:	BellSouth completes the name of its local contact person.
27. Telephone:	BellSouth inserts the contact number for its representative.
28. Fax:	BellSouth inserts the fax number for its representative.

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29. Duct Feet Licensee Requested:	<b>BellSouth</b> inserts the length of duct the Licensee requested to occupy.
30. Duct Feet <b>BellSouth</b> Approved:	<b>BellSouth</b> indicates the length of duct that the Licensee is authorized to occupy. Licensee will be billed based on the authorized length of duct occupied
31. Comments:	<b>BellSouth</b> provides comments, if any.

# **14. CABLE TO OCCUPY CONDUIT (Form CN-4) - EXAMPLE**

This form is used to provide technical specifications of facilities placed in a conduit. It must be submitted with CN-1 when applicable.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.
<b>Licensee to provide all information</b>	
Cable Designation, etc.	Licensee completes details of cable to be placed in conduit.

# **15. EQUIPMENT HOUSINGS TO BE PLACED IN MANHOLES (Form CN-5)- EXAMPLE**

Used to describe the technical specifications of equipment housings to be placed in manholes. Submitted with CN-1 when applicable.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee authorized representatives.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.
<b>Licensee to provide all information</b>	
Manhole Location, etc.	Licensee completes details of equipment housings to be placed in manholes.

**16. CONSTRUCTION  
PERFORMED  
AND/OR  
COMPLETED (Form  
NT-1) - EXAMPLE**

This is a multi-use form used at various stages of the application and license process to advise BST of work completion. This form must accompany PL-1, PL-4, CN-1, CN-7, CN-8, CN-9, CN-10, and CN-11.

<b>FORM HEADING</b>	<b>INSTRUCTIONS</b>
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**CONSTRUCTION  
PERFORMED  
AND/OR COMPLETED  
(Form NT-1) -  
EXAMPLE**

Continued from previous page.

In lieu of obtaining performance of make-ready work by BellSouth (permitted in conduit only), Licensee, at its option, may arrange for the performance of such work by a contractor certified by BellSouth to work on or in its facilities. This information to be provided upon completion of Form GN-4.

Submit this form to BellSouth single-point of contact (SPOC) for reporting various stages of construction proposals and completion notices (same form for all steps).

**Step 1 - Use this section to indicate PROPOSED Make-Ready construction information (30 day advance notice required when performed by Licensee)**

13. Facility Type:	Licensee indicates the type of facility affected by proposed make-ready work.
14. Date Submitted:	Licensee indicates the date the Licensee submits the make-ready proposal.
15. Construction start date:	Licensee indicates the proposed construction start date.
16. Construction Company Name:	Licensee inserts the name of the construction company it proposes to use. BellSouth must approve the contractor before work begins.
17. Authorized Construction Contact:	Licensee provides a contact name for its contractor.
18. Telephone:	Licensee provides a contact number for its contractor.

**STEP 2 - Use this section to report COMPLETION of Make-Ready construction.**

19. Reported By:	Licensee provides the name of its representative reporting make-ready completion.
20. Date Reported:	Licensee provides the date of reporting of make-ready completion.

Continued on next page.

**CONSTRUCTION  
PERFORMED  
AND/OR COMPLETED  
(Form NT-1) -  
EXAMPLE**

Continued from previous page.

21. Actual Make-Ready Completion Date:	Licensee provides the actual date of make-ready completion.
BellSouth will issue a license to Licensee at the time all make-ready work necessary for Licensee's attachment or occupancy has been completed.	
22. Proposed Construction Start Date:	Licensee provides the date it proposes to begin its facilities placement construction.
23. Construction Company Name:	Licensee provides the name of the company that it proposes to use to place its facilities.
24. Authorized Construction Contact:	Licensee inserts the name of its authorized construction contact.
25. Telephone:	Licensee provides the contact number for its authorized construction contact.
26. Date Submitted:	Licensee completes the date that the proposed construction information is submitted.
<b>Step 4- Use this section to report COMPLETED Placement of Licensee Facilities.</b>	
27. Reported By:	Licensee inserts name of person reporting that placement of facilities is complete.
28. Date Reported:	Licensee indicates the date that its report of completion of placement of facilities is submitted.
29. Actual Make-Ready Completion Date:	Licensee provides the actual date of facilities placement completion.

**Sequence Note:** After occupancy or attachment work is completed, Licensee must provide facility as-built drawings along with Form NT-1 to BellSouth SPOC (CSPC).

Continued on next page.

**CONSTRUCTION  
PERFORMED  
AND/OR COMPLETED  
(Form NT-1) -  
EXAMPLE**

Continued from previous page.

**For each Licensee authorization, either making attachment to or occupancy within BellSouth facilities, Licensee will provide a complete set of actual placement drawings for posting to BellSouth records.**

<b>30. Actual Placement Drawings Attached:</b>	<b>Licensee indicates if facilities placement as-built drawings are attached to the Form.</b>
<b>31. BellSouth Test Center Notified...</b>	<b>BellSouth indicates whether its Test Center has been notified of Licensee activity in the underground.</b>

# **17. APPLICATION AND RIGHT OF WAY OCCUPANCY LICENSE (Form RW-1) - EXAMPLE**

This is two-part form used to request access to BellSouth right of way. In addition, the form is used to advise Licensee of BellSouth's approval of the Licensee's application.

The location description on page 2 of the form must be completed, and Form NT-1 must be submitted in conjunction with the application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. BST Tracking (SAM) No.	BellSouth SPOC inserts tracking number assigned by BellSouth. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by BellSouth.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

Continued on next page.

**APPLICATION AND  
RIGHT OF WAY  
OCCUPANCY LICENSE  
(Form RW-1) -  
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the Agreement between us, application is hereby made for a license to occupy BellSouth's right of way as indicated below. This request will be designated:	
13. Licensee RIGHT OF WAY OCCUPANCY (R.O.) Application No. R.O.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. BellSouth will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14.A. Linear Feet:	Licensee indicates the total linear feet of right of way it wishes to occupy.
14.B. Area:	Licensee specifies the area in acres or square feet that it wishes to occupy.
15. Approximate Location (city/district):	Licensee identifies where the proposed occupancy is located. A more detailed description is required on Page 2 of Form RW-1.
<b>Step 1 - Licensee Submittal.</b> Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved. Make-ready work must be completed and notification received prior to application approval.	
16. Licensee Representative:	Licensee provides the name of its representative.
17. Title:	Licensee completes title of its representative.
18. Telephone:	Licensee inserts contact number for Licensee authorized representatives.
19. Fax:	Licensee inserts fax number.
<b>Note:</b> Upon approval of application by BellSouth and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing BellSouth of proposed facility placement schedule.	

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